



UNIVERSITY
of Prince Edward
ISLAND

Participant Gift Form

SECTION ONE: GIFT ACKNOWLEDGEMENT

In appreciation of your participation in an event/study by _____ at the University of Prince Edward Island (UPEI), we would like to offer you a gift in the amount of \$_____.

I, _____ [print name], hereby confirm that I have participated in the UPEI event/study. I understand that there may be tax implications for UPEI students/faculty/staff and external participants.

- ☐ I am **NOT** a UPEI student / faculty / staff member
- ☐ I **AM** a UPEI student / faculty / staff member UPEI ID # _____
- ☐ Including this gift, I have **NOT** received more than \$500 from all UPEI sources this calendar year
- ☐ Including this gift, I **HAVE** received more than \$500 from all UPEI sources this calendar year

Participant Signature _____ Date _____

Account Authority Name _____

Account Authority Signature _____

Date _____

UPEI Project ID:

Unique Participant Code:



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SECTION TWO: ADDITIONAL INFORMATION

UPEI Students / Faculty / Staff Research Participants

An Employee may receive any number of non-cash gifts and awards in the course of a calendar year without incurring a taxable benefit, provided the cumulative value of those gifts does not exceed \$500, from all University sources. Gifts exceeding \$500 must be reported as dictated by the Gift Giving and Gift Cards Procedures. Trivial gifts are not considered a taxable benefit.

Including this gift, I have received greater than \$500 in non-cash gifts and awards from UPEI this calendar year:

Name: _____ UPEI ID: _____

THIS SECTION IS ONLY TO BE COMPLETED FOR NON-UPEI STUDENT / FACULTY / STAFF RECEIVING GREATER THAN \$500 FROM ALL UPEI SOURCES IN A CALENDAR YEAR.

NON-UPEI Students / Faculty / Staff Research Participants

As per CRA, gift cards and other research participant incentives may be considered taxable income. When a research participant receives total compensation (payments, gift cards, other incentives) of greater than \$500 from UPEI in a calendar year, a T4A is required to be issued to the participant.

To facilitate the issuance of a T4A, participants are requested to provide personal information including their name, address, and social insurance number. This information is solely used to issue a T4A tax receipt, and will be confidentially provided to UPEI Financial Services. The researcher will not retain this information after providing it to UPEI Financial Services.

Please provide the following information for tax purposes:

Name: _____

Address: _____

Social Insurance Number (SIN): _____

Participant Signature	Date
Unique Participant Code	

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of issuing any required tax receipts. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902) 566-6000.